

Community Development Department

39550 Liberty Street, P.O. Box 5006, Fremont, CA 94537-5006 (510) 494-4440 www.fremont.gov

# **ON-SITE COURTESY NOTICE SPECIFICATIONS**

## What is a Courtesy Notice?

When a development application is submitted, the City of Fremont requires that applicants erect a courtesy notice on the project site to inform interested persons of the proposed project. Once an application has been circulated, the applicant will receive a letter from the Planning Division requesting the courtesy notice be installed. The City will supply the applicant with an example of the notice, and the applicant is responsible for coordinating with a sign company to erect the sign on the project site.

### **Number and Placement of Courtesy Notice(s)**

Courtesy notices must be placed on the project site 10 feet behind the property line abutting each street frontage that is visible to pedestrians and motorists. Courtesy notices shall not be erected in the public right-of-way. The sign(s) should be installed at a height of 4 to 7 feet above existing grade and shall not be attached to a telephone pole, fence, tree, or other similar existing onsite structures.

#### **Timing for Placement of Courtesy Notice(s).**

The applicant will be required to have a sign company post the courtesy notice on the project site a minimum of ten (10) days after receiving notice to do so from the Planning Division.

## **Verification of Placement of Courtesy Notice.**

Upon installation of the sign, the applicant will be required to complete the "Certificate of Courtesy Sign Installation" and return it along with a photo of the sign to the Planning Division, addressed to the attention of the Project Planner for the proposed project.

## **Replacement of Courtesy Notice(s)**

The applicant is responsible to replace any missing, damaged, or vandalized signs upon request of the Planning Division.

### Removal of Courtesy Notice(s)

The courtesy notice(s) must remain until all hearings have taken place. Following final action of the project, by either staff, Planning Commission or the City Council, the applicant is responsible for coordinating with a sign company for removing all courtesy notice(s) from the project site within ten (10) days.

Size of Courtesy Signs:

| Lot Area                  | Required Sign Size |
|---------------------------|--------------------|
| <6,000 sq ft; Store front | 6 sq. ft           |
| 6,000 to 20,000 sq ft     | 12 sq. ft.         |
| >20,000 sq ft to 1 acre   | 24 sq. ft.         |
| 1 acre or more            | 32 sq. ft.         |

Standards for on-site courtesy notices:

| Specifications   | <b>Detailed Information</b>  |
|------------------|--|
| Board Materials  | Polystyrene, or Medium density overlay (MDO)                       |
| Color            | White background with black lettering                              |
| Style of type    | Arial  |
| Logo             | Official City of Fremont logo                                      |
| Location         | 10 feet behind property line                                       |
| Height           | Between 4 to 7 feet above finished grade                           |
| Number of Signs  | One on each project site street frontage                           |
| Installation     | Minimum of 18 inches in the ground and set in sand                 |
| Posting Deadline | Within 10 days after being noticed by Project Planner to post sign |



Community Development Department 39550 Liberty Street, P.O. Box 5006, Fremont, CA 94537-5006 (510) 494-4440 www.fremont.gov

# **CERTIFICATE OF COURTESY NOTICE INSTALLATION**

| Project Name:   |
|---|
| Project File Number: PLN  |
| Project Site Address:   |
|   |
| I,{{NAME}}, do hereby declare as follows:   |
| 1. On{{DATE}}, I installed, or had installed by a sign company, a courtesy notice(s) at the above referenced project site consistent with the City of Fremont's on-site courtesy notice procedure requirements. |
| 2. Attached to this declaration are photographs showing the duly posted courtesy notice(s) on the project site.   |
| 3. After posting the aforementioned notice, I inspected the courtesy notice(s) on $\_\_\_\_\_\_ \{DATE\}$ to confirm that the notice was still posted.  |
| 4. If the notice is damaged or removed during the notice period I will replace the notice at least once.  |
|   |
| (Applicant Signature)   |
| (Applicant Signature)   |
|   |
| Applicant Address:  |
| Applicant City/State/Zip:   |
| Applicant Telephone: ()   |
| Applicant E-mail Address:   |
|   |
|   |
|   |
|   |
| Return this form to the Planning Division (address at top of form)  |
| Attention:{{Project Planner for Project}}   |



# THE CITY OF FREMONT HAS RECEIVED AN APPLICATION FOR:

| Project Name: |  |
|---------------|--|
| File Number:  |  |
| Address:      |  |
| Description:  |  |

FOR ADDITIONAL INFORMATION, CONTACT THE PLANNING DIVISION AT (510) 494-4440.